

# Module 3: Preparing for Administration, Part 2

*Office of Assessment*

January 2021

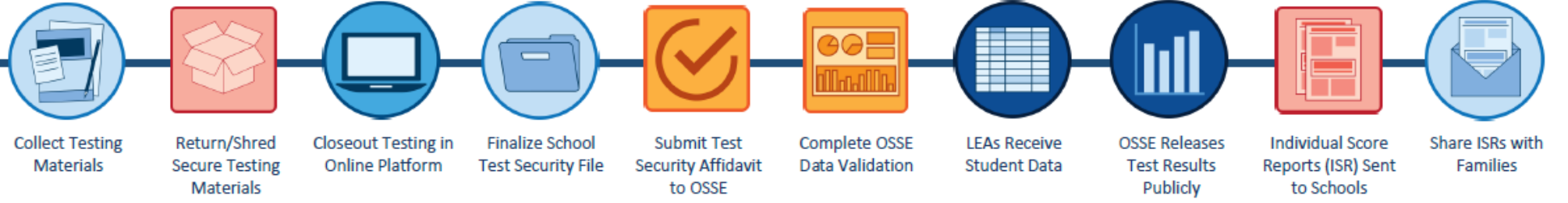
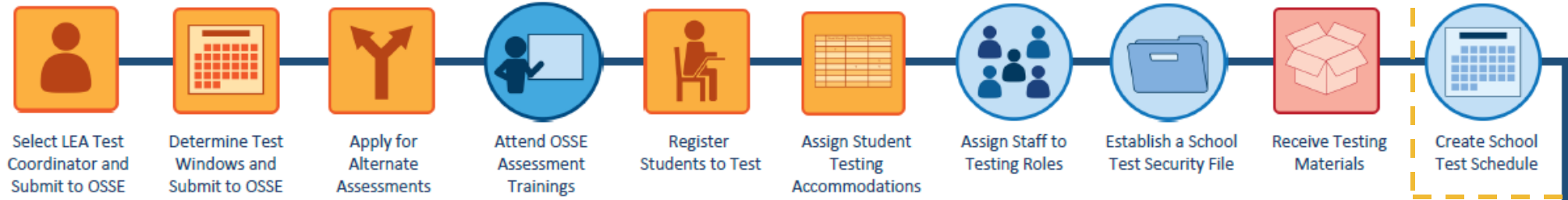






# Required Assessment Training Modules

- Module 0: Assessment Training Module Overview
- Module 1: Test Integrity & Assessment Overview
- Module 2: Preparing for Administration, Part 1
- **Module 3: Preparing for Administration, Part 2**
- Module 4: Test Administration – Setup and Monitoring
- Module 5: Test Administration – Prohibited Actions & Incident Reporting
- Module 6: Administration Closeout & Reporting



## District of Columbia Assessment Coordination Timeline



-  LEA Submission to OSSE Required
-  Shipment to/from School
-  School Action with LEA Oversight
-  LEA Action
-  OSSE Action





# Create School Test Schedule

*Preparation and Planning*





# Create School Test Schedule

Each school is required to prepare a testing schedule for each statewide assessment administered and submit the schedule(s) to OSSE as part of their school test security plan(s). Schedules will be used to determine support staff, and deadlines for deliverables to OSSE.

A template is available in the [OSSE School Test Security Plan](#) application, but schools may choose to use their own schedule format, as long it as it includes all required elements. Testing schedules must include the following information:

- Testing Dates
- Testing Times
- Grades/Courses
- Test Location
- Test Administrator Names
- Proctor Names (if applicable)
- PAN Sessions (if applicable)



## Test Security Reminder

The most updated version of the school test schedule must always be uploaded into the School Test Plan QuickBase Application.

OSSE will use these schedules to determine staff support and deadlines for OSSE deliverables



LEA/School Test Coordinators will create an ACCESS and Alternate ACCESS testing schedule.

- View the [Testing Scheduling Tutorial](#)
- All testing must be completed by **April 9**
- Kindergarten and Alternate ACCESS test session should be scheduled as one-on-one sessions

## ACCESS for ELLs 2.0

---



Create  
School Test  
Schedule



LEA/School Test Coordinators will create a testing schedule for MSAA.

- Test administration for MSAA is one-on-one
- MSAA test sessions may consist of one or two items at a time, or 10 or more items depending on the student's ability level
- Test Administrators may pause the MSAA tests at any time, based on student needs
  - Students are allowed to take breaks when needed
  - Breaks may consist of a few minutes or a few days
- All MSAA testing must be completed by **April 30**



# MSAA

---



**Create  
School Test  
Schedule**





LEA/School Test Coordinators will create a testing schedule for PARCC.

- The PARCC testing window may be scheduled at any time within the state test window.
- Units and unit times can be found in the [PARCC Test Coordinator Manual](#).
  - There will be no field tests during 2021 test administration
- Accommodated paper testing must be complete by **May 21**.
- Online testing must be completed by **May 28**.

Reminder: School test schedules need to be completed for both remote and in-person testing, as applicable to the school



## PARCC

---



Create  
School Test  
Schedule





# Setup Test Sessions

*Preparation and Planning*



# Setup Test Sessions



Before testing can begin, students must be assigned to a testing session in many of the online assessment systems. Test sessions allow the LEA and School Test Coordinators to group students who are testing together and to schedule and manage student testing in the online platform.

Test schedules need to be created for both in-person and remote settings.



ACCESS is a computer-based assessment and requires that student and staff information is loaded into the system.

WIDA AMS is the online platform used for test administration and materials management.

Test Coordinators are responsible for:

- Confirming that all students are listed in WIDA AMS and assigned to test sessions
- Adding any new students to WIDA AMS and assigning them to test sessions



# ACCESS for ELLs 2.0

---



**Setup Test  
Sessions**



Students taking MSAA must be assigned to testing sessions called “classrooms” for testing. This allows the Test Administrator to obtain testing and login information for the student.



# MSAA

---



**Setup Test Sessions**



Each student taking PARCC must be assigned to a test session in the PearsonAccess<sup>next</sup> system.

- Directions for setting up test sessions can be found in the PARCC Test Coordinator Manual.
- Test sessions must be created in the format of the naming conventions below, prior to approval of the school test security plan.
- Each test session that is created must be assigned a Test Administrator. The use of the Test Administrator naming convention below is also required.

SR/PNP Field	Naming Convention	Sample Name
Session Name	SUBJECT.grade.TAinitials.remote(R)/in-person(I)/makeup-remote(MR)/makeup-in-person(MI)	ELA.03.JD.R MATH.ALG1.JD.I
Test Administrator	Lastname.Firstname	Doe.Jane



# PARCC



## Setup Test Sessions



## Test Security Reminder

Please ensure that test sessions have been accurately created before submitting a school test security plan. OSSE will review test sessions to ensure they are complete before test plan approval.





# Setup Student Testing Devices

*Preparation and Planning*







# Setup Student Testing Devices

Prior to testing, student devices must be prepared for test administration. Technology Coordinators should review the technical specifications for each assessment and ensure that devices are ready.

- Review device requirements
- Update device software, if needed
- Download applications or create shortcuts to website links
- Ensure appropriate bandwidth for administration

Failure to complete these steps appropriately could result in testing delays and student device issues.



WIDA AMS is the online platform used for test administration and materials management.

Technology Coordinators are responsible for:

- Installing Central Office Service (COS) Service Device (SD) on all testing devices
- Refer to the Technology User Guide for support



## ACCESS for ELLs 2.0

---



**Setup Student  
Testing  
Devices**



MSAA is a computer-based assessment, managed through the [MSAA Online Assessment System](#). Students take the assessments through this platform.

Before testing, Test Administrators should log in to the MSAA Online Assessment System to ensure that the computer, laptop, or tablet, login information, and any necessary assessment features are working as intended. Make sure that the computer or any AAC and assistive technology device a student may use meets the minimum requirements, is in working order, is available for testing, and is compatible with the systems.

Refer to the [MSAA Online Assessment System User Guide for Test Administrators](#) for information on compatibility and requirements.



# MSAA

---



**Setup Student  
Testing  
Devices**



The PARCC assessment is a computer-based test. In addition to the TestNav application that has been used in prior years, PARCC assessments will also be able to be administered using a web browser (Chrome, Safari, Firefox, or Microsoft Edge).

Schools that are administering PARCC remotely are to develop a plan to make sure the devices being used by students meet hardware and software specifications.

For details about compatibility between TestNav and the devices used at your school, read the [TestNav System Requirements](#). To better understand how to use TestNav, visit the [TestNav 8 Online User Guide](#).



# PARCC

---



## Setup Student Testing Devices





# Submit School Test Security Plan(s) to OSSE

*Preparation and Planning*



# Submit School Test Security Plan(s) to OSSE



OSSE requires **every school** that will administer a statewide assessment to complete and submit a school test security plan prior to the start of the school's testing window.

The school test security plan serves as an official communication with OSSE of a school's plan for administering districtwide assessments.

School plans must be submitted to OSSE for final approval at least **15 business days prior to the first day of testing.**



# Submit School Test Security Plan(s) to OSSE



## Each school test security plan must include the following information:

- Names and contact information for Test Coordinators and key test administration staff
- A secure materials management plan
- A plan for school staff and authorized personnel to report irregularities in test administration and security
- A plan for key school staff to conduct inquiries on reported test irregularities during test administration
- Affirmation that the school staff are aware and have access to the complete list of prohibited actions as defined by the state
- A plan for handling logistical, technical, and communication issues that may arise during test administration
- Affirmation that the school has met all actions as required by the state
- Affirmation that Test Sessions and Test Administrators have been entered into PAN (PARCC test plans only)
- A list of authorized personnel
- A detailed testing schedule



# Submit School Test Security Plan(s) to OSSE



OSSE reviews and approves all school plans and provides technical assistance to schools whose plans need improvement prior to and during testing.

<b>Characteristics of a Strong School Test Plan</b>	<b>Characteristics of a Weak School Test Plan</b>
<ul style="list-style-type: none"><li>• Clear</li><li>• Organized</li><li>• Thoughtful and Thorough Responses</li><li>• Complete Authorized Personnel List</li><li>• Complete School Test Schedule</li><li>• Complete SRPNP File in PAN (Test Sessions, Accommodations, Test Administrators) if applicable</li></ul>	<ul style="list-style-type: none"><li>• Disorganized or Difficult to Understand</li><li>• Incomplete Responses</li><li>• Generic Responses or Responses Copied Directly from OSSE’s School Test Plan Exemplar</li><li>• Missing Authorized Personnel</li><li>• Incomplete or Missing Test Schedule</li><li>• Incomplete or Missing SRPNP File in PAN</li></ul>





# Submit School Test Security Plan(s) to OSSE



## School Test Plan Completion Supports Include:

- Supplemental School Test Plan Instructional Module
- School Test Plan Instructions
- School Test Plan Exemplar
- Authorized Personnel and Test Schedule Templates
- OSSE Office Hours

All school test plan support documents can be located at OSSE test security and incident forms webpage: [osse.dc.gov/service/test-security-and-incident-forms](https://osse.dc.gov/service/test-security-and-incident-forms)

Test security plan application: [octo.quickbase.com/db/bmiq8feda](https://octo.quickbase.com/db/bmiq8feda)



## Test Security Reminder

School test security plans must be submitted **15 business days before the first day of testing**. OSSE's review period is typically five to 10 days. If the plan is submitted late or revisions are not reconciled within five days of the start of testing, testing may be delayed.

**Testing cannot begin until the school test security plan is approved by OSSE.**





# Train Authorized Personnel

*Preparation and Planning*



# Train Authorized Personnel



LEA or School Test Coordinators must train all authorized personnel on test security and administration policies and practices prior to the start of test administration.

**OSSE → LEA Test Coordinator → LEA and School Authorized Personnel**

If the School Test Coordinator will be training school staff, the LEA Test Coordinator must train the School Test Coordinator before the school-wide training takes place.





# Train Authorized Personnel

## **LEA/ School Test Security Training Requirements:**

Train test monitors and all authorized personnel at LEA/school in state, LEA, and school policy and procedures.

Training must include:

- Distribution of [Testing Integrity and Security Notification Statement](#) to all authorized personnel
- Review of School Test Plan
- Review of Test Security Guidelines
- Review of Test Administration Procedures
- Review of vendor-supplied testing manual(s)





# Train Authorized Personnel

## Who requires training?

- Test Monitors
- Test Administrators
- Test Proctors
- Other Authorized Personnel
  - Nurse, Custodial Staff, Office Manager etc.

*Note: Parents or caregivers supporting students with at-home testing are not considered test administrators or proctors.*

## How should training be documented?

The following must be placed in the school's Test Security File:

- Training Materials
- Attendance Certification
- Test Security and Integrity Notification Statement



## Test Security Reminder

All authorized personnel must receive test security training **before** test administration can begin. Test security training dates must be entered in school test security plans.



The ACCESS assessment is administered to small groups or individual students by a trained Test Administrator. The ACCESS Test Administrator Manual provides testing times, guidance on room setup, information about materials, and directions on how to use the online testing system.

Test Administrators must take the following actions prior to administering any ACCESS assessment:

- View online training modules
- Complete the [Online Administration Quiz](#) and pass with a score of 80 percent or higher (first year Test Administrators only)
- Recommended to re-certify in the speaking domain for grades 1-12



## ACCESS for ELLs 2.0

---



**Train  
Authorized  
Personnel**





The MSAA is administered to individual students by a Test Administrator. The Directions for Test Administration (DTA) provide scripts and instructions and should be used throughout the testing process.

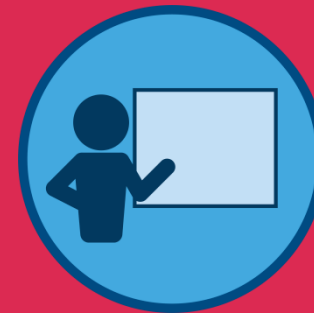
Test Administrators must take the following actions prior to administering the MSAA:

- View the online training modules
- Complete the [Online Training Module Quizzes](#)
- Pass with a score of 80 percent or higher



# MSAA

---



**Train  
Authorized  
Personnel**



The PARCC assessments **do not** require Test Administrators to complete online training, prior to serving in this role during test administration. Test Administrators receive their test security and administration training from their LEA or School Test Coordinator.

OSSE offers optional trainings that support new and experienced Test Coordinators. Optional PARCC trainings can be found here: [osse.dc.gov/page/test-coordinators-training](https://osse.dc.gov/page/test-coordinators-training)



## PARCC

---



**Train  
Authorized  
Personnel**





# Send Assessment Notification Letter to Families

*Preparation and Planning*



# Send Assessment Notification Letter to Families



Every school is required to send home a notification letter to families letting them know their student will participate in statewide testing. A [sample letter](#) is available on OSSE's website, and it may be used or modified to fit the needs of each school.







The following information must be included in the letter:

- School/LEA must provide families with a letter regarding the dates and purpose of the statewide assessments
- Copies of letters sent home must be kept in the school test security file
- A template with English and other translated versions of the letter will be available on the OSSE website for school use



## Test Security Reminder

Please ensure that a copy of the notification letter to families is included in the test security file at every school.

Area	Topic	Point of Contact
<b>Assessment Policy</b>	Every Student Succeeds Act (ESSA) & General Assessment Policy	<b>Danielle Branson</b> , Director of Assessments Danielle.Branson@dc.gov
	Data, Reporting, Business Rules	<b>Chanon Bell</b> , Assessment Specialist, Policy, Research, and Reporting
	Test Integrity and Security	Chanon.Bell@dc.gov
	Special Populations	<b>Michael Craig</b> , Assessment Specialist, Special Populations Michael.Craig@dc.gov
<b>Test Administration</b>		<b>Swea Hart</b> , NAEP State Coordinator Swea.Hart@dc.gov
		<b>Stephanie Snyder</b> , Deputy Director of Assessments Stephanie.Snyder@dc.gov
	 	<b>Daniel Alcazar-Roman</b> , Assessment Specialist, Science Daniel.Alcazar-Roman@dc.gov
	 	<b>Michael Craig</b> , Assessment Specialist, Special Populations Michael.Craig@dc.gov
<b>Assessment Literacy</b>	LEA/School Workshops and Trainings	<b>Stephanie Snyder</b> , Deputy Director of Assessments Stephanie.Snyder@dc.gov

